

Position Title: **Domestic Violence Counselor**
Direct Supervisor: Emergency Shelter Program Coordinator Full-time Position

I. GENERAL DESCRIPTION

- A. Under the direction of the Emergency Shelter Program Coordinator, the Domestic Violence Counselor will be responsible for the implementation and ongoing evaluation of all adult domestic violence counseling at the Emergency Shelter and adult domestic violence counseling for non-residential victims.
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II. MUTUAL RESPONSIBILITIES

- A. Ensure continuity of services by sharing On-Call and shelter management responsibilities as assigned.
- B. Meet weekly with supervisor, participating in the WRC's on-going Communications & Performance Evaluation Plan (The Plan). Communicate clearly and timely issues of performance with supervisor.
- C. Participate in day-to-day Shelter Operations to include room turnover, resident services, supply distribution, and other operations assistance as needed and assigned.
- D. Carry out other duties as assigned by direct supervisor or the Executive Director.
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III. JOB RESPONSIBILITIES

A. Direct Services

1. Provide regular contact, crisis intervention and individual counseling sessions for clients at the emergency shelter.
 2. Provide individual counseling sessions for non-residential domestic violence victims.
 3. Conduct regularly scheduled support groups for adult victims of domestic violence.
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B. Community Engagement

1. Maintain a positive working relationship with appropriate human service agencies.
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C. Supervision of Program Volunteers

1. Interview volunteers interested in the Domestic Violence Program.
 2. Provide consultation and supervision to program volunteers and participate in the volunteer's evaluation as needed to meet school or other requirements.
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D. Grants Management

1. Review relevant workplan(s) with Program Coordinator annually.
 2. Ensure ongoing implementation and evaluation of workplan(s).
 3. Complete and submit regular grant reports as directed.
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E. Program Reporting System

1. Maintain appropriate records and statistical information.
 2. Complete client contact report and submit weekly to appropriate Night Counselor.
 3. Document community education on Public Education Reports and submit monthly to Community Engagement Coordinator.
 4. Collect ongoing program statistics and report to Program Coordinator monthly.
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IV. QUALIFICATIONS

- A. Bachelor's degree in human services related field and one year of related experience.
 - B. Must have an understanding of the issues of sexual and domestic violence.
 - C. Ability to provide crisis intervention.
 - D. Ability to utilize computer programs including word-processing and spreadsheets.
 - E. Ability to deliver WRC services in a culturally sensitive manner.
 - F. Ability to work some evening, weekend, and holiday hours.
 - G. Driving is an essential function of this position. Must have reliable transportation, a valid driver's license, and be insurable through the WRC's insurance policy.
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Certification of receipt of this job description

Employee Signature

Date

Supervisor Signature

Date

Executive Director Signature

Date